

MINUTES
Interagency Purchasing Advisory Group (IPAG)
May 21, 2003

Present:

Sherita Calloway, Career Development
Sherrie Davis, Career Development
Mike Wurmlinger, Career Development
Kim Davis, Civil Service
Carol Vargovich, Civil Service
Karin Eirosius, CIS
Luci Christensen, DCH, Mt Pleasant
Laura Dotson, DCH
Cathy Carr, DOC-Western Wayne
Laura Campbell, DOC
Deb Kline, DOC, Adrian
Nancy Michael, DOC-St Louis
Betsy Schoolmaster, DOC-Adrian
Marsha Stansfield, DOC
Sean Carlson, DMB-AS
Greg Faremouth, DMB-AS
Jim Konrad, DMB-AS
Sharon Pickett, DMB-AS
Penny Saites, DMB-AS
Cindy Johnson, DMB-Financial Services
Natalie Spaniolo DMB- Financial Services
Troy Bos, DMB-Infrastructure Services
Jill Bronkan, DMB-OFM
Ed Dettling, DMB-OFM
Carrie Gasch, DMB-OFM
Chris Holly, DMB-OFM
David Huntley, DMB-OFM
Arlene Wittenberg, DMB-OFM
Lynda Belisle, MEDC

Peter Morse, MEDC
Mary Beckwith, Education
Kim Stephen, DEQ
Angela Williams, DEQ
Carla Wintz, DEQ
Vic Buranskas, FIA
Rita Hotchkin, FIA
Diane Skop, FIA-Nikomis
Linda Chamberlain, DIT
Jim Edwards, DIT
Karen Kalis, DIT
Susan Monroe, DIT
Reid Sisson, DIT
Sara Williams, DIT
Marina Kotsifis, Gaming
Janet Laverty, HAL
Lisa VanOstran, HAL
Dick Hauser, Lottery
Sandy Wentworth, DMVA
David Grimm, DNR
Betty Nixon, DOS
Vickie Olavarez, MSP
Marsha Rademacher, MSP
Marcia Wilcox, MSP
Rick Dolan, MDOT
Tom Falik, Treasury
Bruce Hansas, Treasury
Theresa Hettler, Treasury
Colleen Horstmyer, Treasury
Adam Koenigcknecht, Treasury

Arlene Wittenberg chaired the meeting. Minutes were approved as read.

Department of Information Technology (DIT)

Linda Chamberlain gave an overview of the DIT Procurement Model, which outlined the process for IT purchases. The new process is scheduled to be in place in early June.

DMB Acquisition Services

The new Director of Acquisition Services, Sean Carlson was introduced. Director Carlson gave a brief overview of his thoughts on actively involving the IPAG membership in developing new ideas and directions for purchasing.

Executive Directive 2003-8, the 90-day plan was discussed. Acquisition Services is scheduling meetings with each department to assist the agencies with their 90 plan strategies to achieve the 7% reduction in spending.

Handouts were distributed outlining the process for submitting documents to the Administrative Board for review and a list of the updated Administrative Guide procedures in the Purchasing section 0510.

DMB Acquisition Services and Office of Financial Management (OFM)

A draft copy of the 2003 Year End Closing Schedule was reviewed. Changing some of the Purchasing deadline dates due to the impact of the Executive Directives will be considered. A finalized version of the Year End Closing Schedule will be published by May 31 and reviewed in detail at the next meeting.

Office of Financial Management (OFM)

A draft copy of the Financial Management Development or Enhancement Requests was distributed. This new process replaces the Priority Workload Application System (PAWS). Due to time constraints, discussion was tabled until the June meeting.

Next Meeting: Wednesday, June 18, 2003 at 1:30 p.m., Dempsey Room, Grand Tower Building, 235 S. Grand Avenue, Lansing